

## **Job Opportunity**

**Date:** January 10, 2014

**Position Title/Rate:** **Bailiff - \$11.55/hr**

**Department/Division:** **Judge Crane McClennen  
Lower Court Appeals**

**Location:** Central Court Building  
201 W Jefferson  
Phoenix, AZ 85003

**Job Requirements:** Bailiff minimum qualifications include a High School Diploma or GED.

**Comments:** Judge McClennen seeks a full-time Bailiff effective **January 21, 2014**. This recruitment is ongoing until the position is filled. All interested applicants should mail, email, or fax their résumé immediately to:  
**Judge Crane McClennen  
c/o Kathy Waldner, Judicial Assistant  
201 W Jefferson  
Phoenix, AZ 85003  
Email: [waldnerk@superiorcourt.maricopa.gov](mailto:waldnerk@superiorcourt.maricopa.gov)  
Fax: 602-372-8673  
Please include cover sheet:  
ATTN: Kathy Waldner**

### **JOB SUMMARY:**

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court Division.

### **PRIMARY DUTIES OF THE POSITION:**

Assists the Judge with administrative and clerical tasks; orders or prepares files and daily calendar for the Court; assists Judicial Assistant with phone calls; prepares courtroom for daily proceedings; manages courtroom during proceedings; assists visitors, and pro se litigants with explanations, directions, and instructions; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

### **QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:**

**Knowledge, Skills and Abilities:** High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.